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21 January 1969

MEMORANDUM FOR: Chairman, CIA Records Management Board

SUBJECT : Records Management Board Quarterly Report

1. I have reviewed the final draft of your quarterly report dated 17 January 1969 and have the following comments.

a. You say that 6,438 cubic feet have been removed from the Records Center during the reporting period, and a cumulative total of 8737 have been removed from July through December. What is normal for this six month period? How much of the 8737 was destroyed at the Center as part of normal scheduling? How much is direct result of purge?

b. In paragraph 3 you say "a large volume remains to be reviewed." How large? How much has been done? What remains to be done? How many people have given how much time to this purge?

c. In paragraph 4 you say microform feasibility studies are under way in each Directorate. Is the Board coordinating these efforts or is everyone going off in different directions? The Board should coordinate it - the Agency should present one face to the outside world. If the Board feels it has no authority to take charge of these efforts, then the Board should seek the authority either as a part of this report or in tandem with it.

d. Paragraph 4 also says that deposits at the Records Center during the past six months have been 1,358 cubic feet lower than the same period last year. I find this to be a meaningless number. What were the deposits this year? Last year? What has been the net reduction at the Records Center as a result of this purge? The Executive Director is primarily interested in the purge. If it is not going to achieve the objective of a 50% reduction, why isn't it and what does the Board propose to do to improve progress toward the objective? Is the effort losing momentum? Why? What do you propose to do about it? Do you need a boost, or any assistance from DD/S or the Executive Director? If yes, What?

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e. Paragraph 6 says the purge is progressing satisfactorily. This is a value judgment that may not be accepted by the readers of this report. I would not accept it based upon what I have read or, more accurately, based upon what the report does not say.

2. In summary, it is my opinion that the report is not as responsive to its primary objective as it should be. True, the Board is concerned with all aspects of the Records Program, but first and foremost its objective is to achieve a 50% reduction in the Records Center holdings. Progress may be entirely satisfactory, but in my opinion the report does not offer any basis for making that judgment.

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Chief, Support Services Staff

Attachment

CIA Records Management Board Memo

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